

PD Development Plan Checklist

Project Name: _____

Project Contact Name: _____

Date: _____

Submission of this completed form is a part of the Zoning Application. All items should be "checked off" prior to submittal to ensure a complete submittal. If the applicant deems an item to be "Not Applicable" to the proposed development, it shall be marked as "NA" with an explanation.

Not Applicable	Included	Item Description	Notes	Official Use Only		
				Missing	Incomplete	Code Ref
		Submittal Requirements				
		Completed Application				
		Completed PD Development Plan Review Checklist				
		PD Development Plan. If multiple sheets are required, an overall plan shall be submitted.(See below for more info)				
		Development Plan Information Statement				
		Proposed PD Development Standards				
		Preliminary Drainage Study				
		Proposed Streetscape Plan				
		Proposed Amenities Plan				
		Proposed Utility Service Plan				
		Proposed Sign Plan				
		Updated Traffic Impact Analysis (if required)				
		PD Development Plan				
		PD Development Plan shall graphically depict the following:				
		Approximations of the following: site boundaries and dimensions, lot lines, site acreage and square footage, and distances to the nearest cross streets				
		Location map, north arrow, title block and site data summary table				
		Existing land uses and zoning classifications on adjacent properties				
		Proposed maximum square footage measured under roof for all structures with construction type and maximum height indicated				
		Preliminary tree survey				
		Proposed location of detention areas				
		Proposed location of fire hydrants				
		Proposed location of fire lanes				

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		Proposed location/details of lift stations				
		Proposed and existing thoroughfares, boulevards and roadways with street names indicated				
		Proposed School and/or Park Sites				
		Location of FEMA and Local floodplain limits				
		A general plan for circulation of traffic and pedestrians within and external to the development, including designated points of access				
		Any features omitted from the PD Concept Plan upon Council authorization				
		Any such additional features as are necessary to assure compliance with conditions established by the Council to be satisfied by the Development Plan.				
		Development Plan Informational Statement				
		An informational statement containing the information set forth below shall accompany each PD Development Plan. Informational statements shall be updated concurrently with any amendment to a PD Development Plan and with each PD Site Plan. Each informational statement shall include the following:				
		Name and address of landowner and date of preparation of the PD Development Plan				
		Name and address of architect, landscape architect, planner, engineer, surveyor, or other persons involved in the preparation of the PD Development Plan				
		A table listing the specific permitted uses proposed for the property, and, if appropriate, the boundaries of the different land uses and the boundary dimensions				
		Development standards for each proposed land use, as follows:				
		a) Minimum lot area				
		b) Minimum lot width and depth				
		c) Minimum front, side, and rear yard areas				
		d) Maximum height of building				
		e) Maximum building coverage				
		A list of the development standards, if any (whether in the PD Ordinance or in the then-existing ordinances, rules, or regulations of the City that apply to development within the PD District), for which the applicant is seeking amendment by the Council as part of the PD Development Plan approval process.				
		If Council approval of any height increase is being requested, a view analysis of the impact of such requested variance on adjacent residential areas of the City.				
		Preliminary and approximate building locations and building footprints				

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		Preliminary elevations and perspectives to show the relationship of building heights to surrounding topography				
		Location of parking areas and structures for multi-family and non-residential uses, including areas for off-street parking				
		A detailed description of how open space serving the development will be satisfied for the phase of development represented by the PD Development Plan, including any proposed dedications of open space to the public or to a private maintenance organization				
		If the PD Development Plan is a phase of the project (as described in the applicant's original informational statement submitted with the PD Concept Plan), depiction of the area subject to the development in relation to the then-current phasing plan, together with any updates of the then-current phasing plan that was submitted as part of the applicant's original informational statement				
		A list identifying each proposed addition or amendment to the PD ordinance.				
		Proposed PD Development Standards				
		Proposed PD District development standards shall be processed simultaneously with the zoning amendment application, and if the zoning amendment application is approved, such standards shall be incorporated as part of the PD Ordinance. Such proposed development standards may include (but shall not be limited to)				
		Uses				
		Density				
		Lot size				
		Lot dimensions				
		Setbacks				
		Coverage				
		Amenities				
		Streetscape				
		Height				
		Landscaping				
		Lighting				
		Fencing				
		Parking and loading				
		Signage				
		Open space				
		Drainage				
		Utility and street standards				
		Floodplain details				

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		Preliminary Drainage Study				
		The preliminary drainage study shall:				
		Contain a topographical map of the area proposed for development to a scale not smaller than 1 inch = 200 feet				
		Generally describe how the proposed development will comply with the drainage design policies set forth below				
		Include all information deemed necessary by the preparing engineer to support his or her determination that the proposed development will comply with the drainage design policies				
		Include all information reasonably requested by the City Engineer to support his or her review of the preliminary drainage study				
		Include all information deemed necessary to show the FEMA and local floodplain				
		Include all information deemed necessary to show the required detention				
		Proposed Streetscape Plan				
		Detailed plans for Streetscaping such as enhanced pavers block crossings, brick median nose stubs, wider-than-required sidewalks, decorative street lighting, and enhanced landscaping within the PD.				
		Proposed Amenities Plan				
		Detailed plans for amenities such as:				
		Recreational improvements				
		Permanent project entrance/identification signs				
		The existing and proposed pedestrian and bicycle circulation system, including its interrelationships with the vehicular circulation system indicating proposed treatment of points of conflict				
		Open Space				
		Enhanced Entryways (boulevard-style landscaped medians with stone-brick entry features) Must submit detailed plan				
		Proposed reservation of school or park sites				
		Community Center or Public Plazas				
		Pond or lake feature with fountain or other water feature				
		Proposed Utility Service Plan				
		A proposed utility service plan pertaining to sanitary sewers, storm drainage, potable water supply, street lighting, showing general locations of major water and sewer lines, lift stations, and indicating whether gravity or forced systems are planned as well as locations of other major utility infrastructure. Utility infrastructure shall be identified as either public or private.				

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		Proposed Sign Plan				
		A proposed sign plan identifying the location, size and type of signs to be placed on the Planned Development.				
		Updated Traffic Impact Analysis				
		If deemed necessary by the City Engineer or if required by the PD Ordinance, the applicant for a proposed PD Development Plan shall submit an updated traffic impact analysis prior to action by the Commission. The purpose of the updated analysis is to determine whether the traffic estimated to be generated by the development shown on the proposed PD Development Plan will necessitate specific on-site or adjacent traffic improvements (e.g., turn lanes, stacking lanes, signalization, etc.) and to determine whether conditions attached to the Concept Plan based on the original traffic impact analysis have been met.				

*******End of Checklist for PD Concept Plan*******